

GOVERNMENT OF TELANGANA
ABSTRACT

Infrastructure & Investment Department – Right to Information Act 2005 (Central Act No.22 of 2005) – Publication of Information under Section 4(1)(b) of the Right to Information Act, 2005 - Revised Information – Published – Orders – Issued.

INFRASTRUCTURE AND INVESTMENT (OP) DEPARTMENT
G.O.RT.No. 8 **Dated: 06/02/2016**

Read the following:-

1. The Right to Information Act, 2005, (Act No.22 of 2005 Central Act) Published in Gazette of India (Extraordinary) vide Notification No.25, dt.21-6-2005.
2. Circular Memo. No.85347/I&PR.II/A1/2005-6, GAD dated 30-8-2005.

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ORDER :

Whereas, Section 4 (1)(b) of the Right to Information Act, 2005 Central Act No.22 of 2005) casts an obligation on every Public Authority to publish the revised information on 17 items referred to therein in the said section.

2. In compliance to the above statutory obligation, the revised information under section 4 (1) (b) in respect of Infrastructure & Investment Department is herewith published as noted in the Annexures to this order. The said information shall be updated once in a year *as per clause 17 of 4(1)(b)*.

3. Copy of this order is available on Internet and can be accessed at address [http:// goir.telangana.gov.in](http://goir.telangana.gov.in).

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF TELANGANA)

ARVIND KUMAR
SECRETARY TO GOVERNMENT (I&C) & (I&I)

To
All Officers in Infrastructure & Investment Dept.
All Heads of Department / Corporations under
the Admn. control of I & I. Dept.,
The G.A. (GPM & AR) Department.
Copy to
All Sections in the Department.
All Departments of Secretariat,
P.S. to Secy., AP Information Commission, Hyd.
SF/SC

// Forwarded :: By order //

Section Officer

Chapter 1

Introduction

The Right to Information Bill, 2005 was passed by the Houses of Parliament received the assent of the President of India on 15-6-2005 and it was published as Right to Information Act 2005 in the Gazette of India vide No.25 on 21-6-2005 and it has come in to force with effect from 15-6-2005.

As per the Act, each public authority has to fulfill certain obligations before expiry of 100/120 days from the commencement of Act, i.e. by 23-9-2005 / 12-10-2005.

Section 4 (1) (a) of the Act, casts an obligation on each public authority to maintain records. This Section reads as follows:

“ Maintain all its records duly catalogued and indexed in manner and the form which facilitates the right to information under this Act and ensure that all records that are appropriate to be computerized are, within a reasonable time and subject to availability of resources, computerized and connected through a network all over the country on different systems so that access to such records is facilitated”

Section 4 (1) (b) of the Act, casts an obligation on each public authority to publish within expiry of 120 days from the commencement of the Act, manuals on the 17 items contained in Chapters 2 to 17 herein for easy access and understanding by Citizens, Civil Society Organizations, Public representatives, Officers and Employees of public authorities including Public Information officers and Asst. Public Information Officer and Appellate Officers etc.

CHAPTER – 2

Organisation, Functions and Duties

{Section 4(1)(b)(i)}

Right to Information Act

The name of the organization is Infrastructure & Investment Department functioning at Secretariat, Telangana, Hyderabad. The functions and duties of the department are mentioned as hereunder.

The Infrastructure & Investment Department facilitates and monitors projects being executed within the State, starting from conceptualizing to project delivery. The main objective of the Dept. is to achieve the development and growth objectives of the State by infrastructure facilities. The Department meets its set objectives through the following organizations:

I. AIRPORTS:

There is no Head of Department or a separate organization to deal with the matter relating to Airports Development. The Secretariat Department (I&I Department) is dealing with this subject at State level.

Government of Telangana with a vision to promote balanced regional development across the State and improve the linkage between the capital and other districts has decided to develop Non-Metro Airports under MoU with AAI. In line with this Government has entered into MoUs with Airports Authority of India for up-gradation / Modernization of non – metro airports at Warangal.

As per the Memorandum of Understanding, Government shall provide additional land required for upgradation / development of these airports free of cost to the Airports Authority of India, besides providing free electricity and water initially for a period of five years commencing from the date of operationalisation of airport, exemption from property tax, municipal taxes for the building and staff colonies for a period of 5 years commencing from the date of operationalisation of the airport.

The Airports Authority of India shall bear all capital expenditure on further development, modifications, strengthening and up-gradation of Airport.

II. AVIATION CORPORATION LIMITED (TELANGANA):

Aviation Corporation Limited (APACL) has been incorporated in the year 2006 under the Companies Act, 1956 for acquisition, operation and maintenance of helicopters/aircrafts for development of aviation sector. This Corporation is 100% owned by State Government with a paid up capital of Rs.25.00 lakhs. The main objectives of the Corporation are:

1. To acquire, operate and maintain helicopter/aircrafts.
2. To develop aviation sector in the state.
3. To act as agent for Govt. or Govt. of India or other authorities, local authorities, local bodies statutory or otherwise on execution of works entrusted to it.
4. To promote and run Aviation Training Academy for important training to Pilots, Air Hostess and other aviation supported functions.

III. Infrastructure Corporation (INCAP) (TELANGANA):

Government have created “Infrastructure Corporation of Andhra Pradesh (INCAP)” vide G.O.Ms.No.1 Infrastructure and Investment (IID-I) Department dated 18-05-2005. The main objectives of corporation are identifying, conceptualizing, promoting and advising on infrastructure projects concerning various sectors in the State.

INCAP has the core strength in structuring of projects with lean and efficient Organization focused on timely delivery. It is the dedicated Organization for Public Private Partnership Projects in the State. Worlds best Consultants across the sectors are empanelled with INCAP. INCAP has strategic tie-ups with International Finance Corporation (IFC) of World Bank Group & Infrastructure Development Finance Corporation (IDFC).

IV. Infrastructure Authority (APIA) (TELANGANA):

Infrastructure Authority (APIA) is a statutory body constituted under Section 3 of Andhra Pradesh Infrastructure Development Enabling Act (APIDEA), 2001 for the rapid development of physical and social infrastructure in the state and to promote Private Sector Participation in infrastructure projects.

FUNCTIONS OF APIA

- Monitoring of competitive bid processes and enable to approve Bid Documents and risk sharing principles.
- To decide on Financial Support & other contingent liabilities for the project
- To prescribe mechanism for user levies & settle disputes relating to the same.
- Project prioritization & preparation of Project shelf
- To coordinate and resolve issues relating to Project approval process and to review status of clearances & ensuring accordance within specified time frames
- To approve sectoral policies and model contract principles
- Advise Government or its agency on Projects & give recommendations
- Approval of suo-motto proposals or Projects undertaken through Swiss Challenge.

CHAPTER 3

Powers and Duties of Officers and Employees

{Section 4(1)(b)(ii)}

(ii) The powers and duties of officers and employees;

Secretary to Government

Secretary to Government is the official head of the Department. He is responsible for careful observance of the Business Rules and Secretariat Instructions in the transaction of business in the department. He exercises general supervision and control over the staff under him and he is responsible to see that the members of the staff do the work allotted to them efficiently and expeditiously. One Special Secretary and the Deputy Secretary and three Assistant Secretaries of Government assist the Principal Secretary to Government.

Assistant Secretary to Government:

The Assistant Secretaries to Government exercise control over the Sections placed in his/her charge with regard to dispatch of business and in regard to maintaining discipline in the Sections.

Section Officers

The Section officers are In-charge of a Section in the Department. One/ two Assistant Section Officers assist him. He is responsible all files relating to the subjects allotted to the Assistant Section Officers under him. He is directly responsible to the officers under whom he works for the efficient and expeditious dispatch of business in all stages in his Section. The Training of the Assistant Section Officers under him is one of his principal functions. He himself under take to deal with the more difficult or important papers. He is not expected to express his views or to suggest what orders should be passed on a case when there is clear precedent or the case is of a routine nature. He should maintain a discipline in his Sections.

Assistant Section Officers:

The main duties of ASOs are to draft and reference the communications properly and deal with the cases relating to his seat in the section efficiently and expeditiously. He maintains Personal Registers, reminder dairy, Call Books, Periodicals and other relevant registers.

Allocation of Job (subjects) among the sections in Infrastructure & Investment Department, Secretariat is as follows;

Name	Designation	Subject
Sri ARVIND KUMAR, IAS	Secretary to Government(I&C) & (I&I)	All subjects relating to Airports, Natural Gas, Incap, CM helicopter wing etc.
Smt S.A. Satyavathi	Assistant Secretary to Government	All subjects dealt in I&I Dept.
1.Section (Airports) AIRPORTS SECTION (All Airports, Natural Gas, Infrastructure Corporation, Aviation Corporation ltd. etc)		
Smt K. Vani	Section Officer	All Airport matters and Corporations.
Sri P. Lakshminarayana	ASO-1	All Airports related Matters including GMR International Airport, Warangal Airport.
	ASO.2 (Vacant)	INCAP, AP Aviation Corpn., APIA, AP Aviation Academy, Budget, PAC, Audit and Natural Gas projects and related matters.
2. Section (OP) O.P. matters and Miscellaneous matters		
Sri J. Mrutyunjaya Rao	Section Officer (OP)	All OP , Budget and Miscellaneous
Sri P. Srinivas	Assistant Section Officer	All OP/Establishment matters including claims. consolidation matters, Budget, RTI Cases, Assembly matters...etc.

CHAPTER- 4

Procedure Followed in Decision-making Process

{Section 4(1)(b)(iii)}

4. (1)(b)(iii) The procedure followed in the decision making process, including channel of supervision and accountability

The procedure followed in the decision making is common to all Departments including Infrastructure & Investment Department as prescribed in Business Rules and Secretariat Instructions Published by General Administration (Cabinet / IC) Department.

Any representation on paper received in the department is numbered as entered in Personal Register of concerned Asst. Section officer dealing with the subject who in turn submits the file to Section Officer. After his examination file is put up to Asst. Secretary, who in turn puts up to joint Secretary/ Deputy Secretary and finally to the Principal Secretary/ Secretary.

In regard to Service matters, the department consults General Administration (Services) Department.

In regard to Legal matters and the matters requires interpretation of law, the Law Department is being consulted.

In regard to matters having financial implications, the Finance Department is being consulted.

CHAPTER 5

Norms set for Discharge of Functions

{Section 4 (1)(b)(iv)}

The norms/ standard set by the department for the discharge of its functions / delivery of services as citizen charter are also defined in both Secretariat Office Manual and Business Rules.

The usual office hours are from 10.30 AM to 5-00 PM

The service delivery time frame for the services rendered by the department is given below;

- | | |
|-------------------------------|---------|
| a. routine matters | 3 days |
| b. other than routine matters | 5 days |
| c. services matters | 10 days |

There is no citizen charter prescribed for this Dept., as there are no public transactions are involved and this Department mainly deals with the Infrastructure projects for over all development of the State.

CHAPTER- 6 & 7
Rules, Regulations, Instructions, Manual and Records, for Discharging Functions
{Section 4(1)(b)(v) & (vi)}

Sl. No.	Category of document	Title of the Document	Designation and address of the custodian (held by / under the Control of chom)
	<div>1. Government Order (Miscellaneous)</div> <div>2. Government Order (Routine)</div> <div>3. Memo.</div> <div>4. Letter</div> <div>5. U.O. Note</div> <div>6. Office Order (Miscellaneous)</div> <div>7. Office Order (Routine)</div> <div>8. Endorsement</div> <div>9. D.O. letter</div>		

All the important documents are under the custody of the PIO, Important G.O.s,
Enquiry cases, etc

CHAPER 8
Arrangements for Consultation with, or Representation by, the Members of the Public in
relation to the Formulation of Policy or Implementation thereof
{Section 4(1)(b)vii}

The particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formation of its policy or implementation thereof;

There are no such arrangements which provide consultation/ representation by the Members of the Public in relation to the formulation of its policy. However, this department is implementing projects on PPP mode as a part of its policy on Infrastructure development.

CHAPTER 9
Boards, Councils, Committees and other Bodies constituted as part of Public Authority
(Section 4(1)(b)(viii))

Sl.No.	Name of the Corporation	Composition	Powers and functions	Whether its meetings open to public/minutes of its meeting accessible for public
1	2	3	4	5
1.	Infrastructure Corporation of Andhra Pradesh (INCAP) (Telangana)	1. Prl. Secretary to Government, I&I Dept., Secretariat, Hyderabad 2. Prl. Secretary to Govt., I&C Dept. 3. Prl. Secretary to Govt., MA&UD Dept. 4. Prl. Secretary to Govt., TR&B Dept. 5. Secretary to Govt., Finance (W&P) Dept.	Chairman Director Director Director Director	NO
2.	A.P. Aviation Corporation Ltd (APACL) (Telangana)	1. Chief Secretary to Government, 2. Prl. Secretary to Govt., TR&B Dept. 3. Secretary to Govt., Finance (W&P) Dept. 4. Prl. Secretary to Govt., I&I Dept. 5. Prl. Secretary to Govt., G.A (Poll) Dept. 6.VC&MD, APIIC 7.Controller of Airworthiness, Begumpet Airport.	Chairman Director Director Director Director Director Addl. Director	NO
3.	Andhra Pradesh Infrastructure Authority (APIA) (Telangana)	1. Chief Secretary to Government, 2. Prl. Secretary to Govt., TR&B Dept.	Chairman Vice-Chairman	NO

Bifurcation of Corporations/Authority are under process as per Reorganisation Act.

CHAPTER 10
Directory of Officers and Employees
{Section 4 (1)(b)(ix)}

	INFRASTRUCTURE & INVESTMENT DEPARTMENT					
	Directory of officers/ employees of Infrastructure & Investment Department					
Sl. No.	Name & Designation	Block/ Floor Room No	Telephone Numbers			Residential Address
			Office/Fax/ Cell phone	EPABX 23450111	Residence	
1	ARVIND KUMAR, I.A.S. Secretary to Govt.(FAC)	D	23454449 (O)	2463		
		2nd Floor	23452985 (F)			
2	S.A. Satyavathi Asst. Secretary to Govt.	D	9652067893 (Cell)	2368		
		2nd Floor				
3	K. Vani, Section Officer (Airports)	D 2nd Floor	8008118896			
4	Sri J. Mrutyunjaya Rao Section Officer (OP)	D 2nd Floor	9866300316			

CHAPTER 11
Monthly Remuneration received by Officers and Employees, including the
System of Compensation as provided in Regulations
{Section 4(1)(b)(x)}

Sl.No	Name & Designation	Gross Salary
1	Sri Arvind Kumar, IAS., Secretary to Government.(FAC)	Rs.
2	Smt. S.A Satyavathi Assistant secretary to Government	Rs.91,932/-
3	Smt K. Vani, Section Officer	Rs.62,533/-
4.	Sri J. Mrutyunjaya Rao, Section Officer	Rs.64,103/-
5	Vacant (1 Post) A.S.O.	-----
6	Sri.P. Lakshminarayana, A.S.O.	Rs.52,728/-
7	Sri.P. Srinivas, A.S.O.	Rs.49,959/-
8	Vacant (1 Post) Spl.Category Steno	-----
9	Vacant (1 Post) PS to Secy to Govt.	-----
(SGHW)		
10	Ch. Siddiramulu Helper	Rs.53,416/-
11	Vacant (1 Post) Technician.	-----

CHAPTER 12
Budget Allocated to Each Agency including Plans etc.
{Section 4(1)(b)xi}

The budget allocated to each of its agency, indicating the particulars of all plans of Infrastructure & Investment Department,

(Rs. in thousands)

Sl.No.	Name of the Secretariat Department/ Head of Department	PLAN	NON-PLAN	TOTAL
		Budget Estimate 2015-16	Budget Estimate 2015-16	Total Plan & Non- plan 2015-16
1	Infrastructure & Investment Dept. (Secretariat)	0.00	3,10,50	3,10,50
2	Infrastructure Corporation of A.P. (INCAP)(Telangana)	70,00	0.00	70,00
3	Infrastructure Authority (APIA))(Telangana)	35,00	0.00	35,00
5	Air Ports	14,29,33	0.00	14,29,33
6	Aviation Corporation Ltd. (APACL)) (Telangana)	5,75,00	6,79,76	12,54,76
	Total	21,09,33	9,90,26	30,99,59

The budget page of the department in the budget book made budget book made available by Finance Dept., in the website: www.finance.telangana.gov.in are under Demand No. XI- Roads, Buildings and Port, for Non-Plan from Page No.11 to 12 and for Plan from Page No.34 to 36.

CHAPTER 13
Manner of Execution of Subsidy Programmes
{Section 4(1)(b)xii}

The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;

No subsidy programmes are being implemented by this department.

CHAPTER 14
**Particulars of Recipients of Concessions, Permits or Authorization Granted by
the Public authority**
{Section 4(1)(b)(xiii)}

Particulars of recipients of concessions, permits or authorizations granted by it;

- Nil -

CHAPTER 15
Information Available in Electronic Form
{Section 4(1)(b)(xiv)}

Details in respect of the information, available to or held by it, reduced in an electronic form;

The Departmental information is available in the following websites:-
www.telangana.gov.in

CHAPTER 16
Particulars of Facilities available to Citizens for Obtaining Information
{Section 4(1)(b)(xv)}

The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;

There is no separate Library facility for Secretariat Departments including Infrastructure & Investment Department. There is Central Library in Secretariat. The Law and Planning departments have separate Libraries which maintain the Acts and Rules of all the Departments and are commonly used by other departments.

Chapter 17
Names, Designations and other Particulars of Public Information officers
{Section 4 (1)(b)(xvi)}

Appellate Authority

Sl.No.	Name, Designation & Address of Appellate Officer	Jurisdiction of Appellate Officer (Offices/ administrative units of the authority)	Office Tel: Residence Tel: Fax:	E.mail
1.	Sri ARVIND KUMAR, I.A.S., Secretary to Govt.(I&I) (FAC), Room No. 347-A, D-Block, 2 nd Floor, Telangana Secretariat, Hyderabad- 500 022.	Airports and OP Section	23454449 23452985	

Public Information Officer

Sl.No.	Name of the office/ administrative unit	Name & Designation of PIO	Office Tel: Residence Tel: Fax:	E.mail
1.	Infrastructure & Investment Department	Smt S.A. Satyavathi Assistant Secretary to Government	9652067893	telangana iid2014@ gmail.com

Assistant Public Information Officer(s)

Sl.No.	Name of the office/ administrative unit	Name & Designation of APIO	Office Tel: Residence Tel: Fax:	E.mail
1.	Infrastructure & Investment Department	Smt K. VANI, Section Officer	8008118896	telanganaiid 2014@ gmail.com
2.	Infrastructure & Investment Department	Sri J. Mrutyunjaya Rao Section Officer	9866300316	telanganaiid 2014@ gmail.com

Other Useful Information
(Section 4 (1)(b) (xvii)

Such other information as may be prescribed and thereafter update these publications every year

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